

## POSITION DESCRIPTION

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin Office of State Employment Relations	1. Position No. 336574	2. Cert / Reclass Request No.	3. Agency No. 437
4. NAME OF EMPLOYEE	4. DEPARTMENT, UNIT, WORK ADDRESS:  <b>Department of Children and Families Bureau of Child Support/Operations and Communications Section Chief</b>		
6. CLASSIFICATION TITLE OF POSITION  <b>PARALEGAL</b>	212 E. Washington Ave. Madison WI 53703		
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT  Kathryn Kelnhofer, Paralegal		
9. AGENCY WORKING TITLE OF POSITION	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Tracy Foster, Paralegal		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR  Karen Asbjornson, Paralegal Supervisor	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? ☐ Yes ☒ No IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY \_ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

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15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (*Please see sample format and instructions on Page 3.*)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
<b>See Attached</b>		

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16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (*See Instructions on Page 2*)

a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
(*Please initial and date attachments.*)

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

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17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (*Please initial and date attachments.*)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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18. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE

☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

## PARALEGAL

### POSITION SUMMARY

Under the minimal supervision of the Chief Legal Counsel of the Department of Children and Families (DCF) this position provides complex paralegal support to attorneys, and legal advice and service to agency officials concerning all DCF program areas. This position provides a full range of paralegal support such as conducting research, informing attorneys of findings, recommending appropriate courses of action. Subject areas of assistance may include child care regulations, rehabilitation review, child welfare, disability programs, regulation and licensing of programs and facilities and assistance in other areas as needed.

### 15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME	%	GOALS AND WORKER ACTIVITIES
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40%	A.	Provide complex and complicated paralegal support to attorneys in gathering facts, preparing documents and general preparation for court and administrative proceedings.
	A1.	Independently identify, compile, and organize exhibits and case file document in preparation for hearing and proceedings.
	A2.	Independently draft complex pleadings, legal documents, letters and memos including complaints, affidavits, subpoenas, discovery documents, satisfactions, judgments, findings of fact, press releases, motions and briefs.
	A3.	Plan, create and administer computer databases to assist in case litigation.
	A4.	Identify potential exhibits and prepare them for effective use during litigation, including creating charts and summaries.
	A5.	Assist attorneys by organizing and compiling trial notebooks.
	A6.	Perform complex legal research, shepardize, utilize LEXIS or other databases for research.
	A7.	Gather and analyze facts by contacting local, state, and federal agencies and other sources to obtain information for various phases of court or administrative proceedings. Conduct any necessary follow-up.
	A8.	Assist the attorney in monitoring and compiling discovery document requests and productions. Organize, review and analyze documents produced by other parties.
	A9.	Locate and interview witnesses for hearings and trials.
	A10.	Attend depositions and assist attorneys in preparing for depositions. Abridge and index deposition and hearing transcripts.
	A11.	Act as a liaison between client agencies, witnesses, local government representatives and legal staff as necessary to keep everyone informed of case status, scheduling changes, meetings, etc.
	A12.	Travel statewide as required for court or administrative proceedings, depositions, interviews, meetings or research.
	A13.	Prepare, arrange for and/or serve subpoenas, summons and complaints and other legal documents.
45%	B.	Provide paralegal support to attorneys in case investigation, final hearing preparation and at hearings and administrative proceedings.

- B1. Manage and organize case investigations including identification of potential sources of information, contacting and interview potential witnesses, gather and summarize factual information for review by attorneys.
- B2. Coordinate and assist in final witness preparation.
- B3. Maintain a witness list with all the necessary contact information and coordinate scheduling of appearances, assist witnesses with directions, witness fees, etc.
- B4. Attend and take notes of testimony, objections, rulings, etc., throughout entire proceedings and assist attorney in making sure all issues and/or testimony is presented.
- B5. Maintain a log of all exhibits presented and received into evidence.
- B6. Assist in the setup and operation of audiovisual equipment, including VCR laptops, visual presenters.

10% C. Manage and field inquiries and provide paralegal administrative support services.

- C1. Review, analyze and research issues raised in telephone requests and correspondence and provide direct assistance to citizens.
- C2. Assist with the development and maintenance of unit case-related statistics into reports as requested.
- C3. Interpret Department policies and Wisconsin Administrative Code.

5% D. Provide miscellaneous support to the Office of Legal Counsel.

- D1. Provide coverage for other paralegal staff.
- D2. Keep current on court rules, administrative code and statutory changes and court decisions related to areas affecting the goals and mission of DCF.
- D3. Maintain computerized examples of pleadings, memos and other legal documents for use by new paralegals.
- D4. Complete special projects as assigned by chief legal counsel or other attorneys.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of basic legal principles and concepts.
2. Knowledge of and experience with methods and techniques of legal research including reference sources (ex. Westlaw).
3. Knowledge of state and federal law and legal concepts.
4. Knowledge of statutes, regulations, precedents and practices relating to the mission of the Department of Children and Families (ex. WI Chapter 48, DCF 250, 251, 252).
5. Knowledge of legal documents and forms and ability to analyze for accuracy.
6. Knowledge and experience in investigative and interviewing methods and techniques.
7. Knowledge of legal terminology and style.
8. Ability to analyze issues of fact and law to evaluate applicability to varying situations.
9. Knowledge of formal and informal rules of evidence.
10. Knowledge of courtroom and formal administrative hearing procedures and protocol.
11. Ability to analyze oral and written information in order to draw conclusions.
12. Ability to write persuasively.
13. Effective written and oral communication skills.
14. Knowledge of computers and associated software (e.g. word processing, spreadsheet, database and electronic mail, etc).
15. Ability to independently prioritize and work under strict deadlines.